



17/20

### **Apologies for Absence**

20.1 Due to work commitments the following apologies were received and accepted: Parish Councillors S Allen and N Stansfield.

17/21

### **Declaration of Members Interest**

21.1 Cllrs M Smith and A Walker declared an interest in any matters relating to the Allotments at Lark Lane.

17/22

### **Minutes of the Council Meeting on the 12<sup>th</sup> January 2017**

22.1 The Parish Council agreed and approved the minutes of the Parish Council meeting dated 12<sup>th</sup> January 2017 and the Chairman signed them as a true record.

22.2 No matter arising.

17/23

### **Chairman's Report**

23.1 No report as all matters are covered on the agenda.

17/24

### **Parish Clerk's Report**

24.1 No report as all matters are covered on the agenda.

24.2 It was noted that a 'Flying Start Course' has been booked for Monday 27<sup>th</sup> February from 7-9pm at Foxfield's Boardroom.

24.3 The Parish Clerk informed the meeting that an internal audit is scheduled to take place on Wednesday 8<sup>th</sup> May (am only) and that the Parish Office would be closed during this time.

17/25

### **Finance**

25.1 The Parish Council approved the accounts that had been circulated to all Councillors prior to the meeting (Hardcopies were available at the meeting).

25.2 It was noted that our External Auditor will change in 2018 from BDO to PKF littlejohn

25.3 It was noted that an Internal Audit is scheduled for 8<sup>th</sup> February 2017. A report will be circulated.

25.4 A copy of the asset register will be circulated to all Councillors via email.

25.5 It was approved and agreed that all internal control checks had been done up until December 16. This checks had been signed as a true record by the Chairman and another Parish Councillor

25.6 The Parish Councillors requested copies of the Financial Regulations to be circulated again identifying the changes. The Parish Clerk was asked to put it on the agenda for the next meeting where approval will be sought.

25.7 The Parish Councillors requested copies of the Financial Risk Assessment to be circulated again identifying the changes. The Parish Clerk was asked to put it on the agenda for the next meeting where approval will be sought.

17/26 **Planning, Highways and Transportation**

26.1 No planning application were received.  
It was noted that although a list of planning applications have been put on the following website <http://snc.planning-register.co.uk/> that we would wait until a hardcopy of the application is received and then respond accordingly.

26.2 No planning approval or refusal decision notices were received.

26.3 It was noted that we would arrange a meeting with NCC to discuss the rules/regulations and cost of purchasing some mobile activated signs. The Parish Clerk was asked to organise this. **Action: Parish Clerk**

- 26.4 Cllr A Huddart and Cllr Smith updated the Council on the meeting they attended at Wootton Parish Council regarding proposed development in the Draft Local Plan. At the Wootton Parish Meeting it was agreed to appoint two representatives to join an Executive Committee which will be administered by Wootton Parish Council. The purpose of this Committee is to oppose the two reserve developments sites contained within SNC's local Plan Part 2. Obviously, this Committee won't be given any power but combining the Parish Council's together may result in a united force being successful in stopping these proposals.
- 26.5 After a brief discussion, the meeting decided to ask District Councillor a Grant to organise a meeting with an Officer from SNC to discuss the Draft Local Plan in detail before they decide on the above.  
**Action: District Councillor A Grant**
- 26.6 The Parish Council considered the Community Governance Scheme/Report and had no comments to make. The Parish Clerk was asked to email SNC our comments.  
**Action: Parish Clerk**

17/27

### **Community Centre, Foxfield & Bowling Green**

- 27.1 Cllr A Huddart gave on report on the following Café/Bar activities:
- A Financial Profit and Loss report was circulated with associated graphs.
  - A list of themed days and proposed schedule of events
  - Half Price Hall Hire has produced an increase in bookings over the next few months.
  - We are now able to purchase a wider range of speciality cakes and biscuits as we have just opened a COSTCO account.
  - Food range has increased since January and we are now offering Kids Lunch Boxes, Soup & Roll, Toast, Assorted sandwiches, Salads, Scones with Jam & Cream
  - We are currently negotiating with Dayla and Tchibo who have recently advised us on a small price increase and we are working to secure the minimum increase, were possible we will look to absorb some or all the increase.
  - Kitchen area will be refurbished during the Feb Half Term week, we have a new catering style double sink unit and a new hand washing sink along with a new 3 mt worktop to extend the food preparation area, if anyone can be available to help me with this work would be appreciated.
  - Disabled facilities currently under -review with an aim to provide a ramp at the rear of the Community Centre work on this project could start early May along with new Signage and improved lighting.

Cllr Clarke reported that he had asked Lidl/Aldi if they would be prepared to do a 'Cheese & Wine night' at the Community Centre but unfortunately, they do not participate in community events.

It was noted that at the end of the Financial year (April 2017) we will be looking at stock and the costing of the kegged lager and cider prices.  
**Action: Café/Bar Supervisor**

- 27.2 Cllr Smith reported that Youth Club continues to be successful with over 400 on the register with a waiting list. Funds are good and accounts have been reconciled and agreed.
- 27.3 The Parish Council agreed that to get best price that they would get another quote for the installation of the Acoustic boarding in the small hall.  
**Action: Parish Clerk**
- 27.4 Cllr Fry reported on the quote that had been received for the fixing of the clock tower based at the Community Centre. Due to the cost, it was agreed to obtain another quote. **Action: Cllr Fry**

17/28

### **Administration & Staffing**

- 28.1 Due to its sensitive nature all staffing issues were discussed under 39.1 of these minutes.

17/29

### **Environment**

- 29.1 A list of all works including outstanding actions were circulated to all Councillors prior to the meeting for information. The Council decided to withhold £10k for the invoice of the paths until they had been completed. The Council also agreed to install some Laurels at Old Close and to cut the bushes at Badger Lane as per R&G's email.

- 29.2 The Parish Clerk reported that a quote had been received for the erection of a vehicular access at the allotments, Lark Lane for the sum of £81,860. It was agreed with NCC that we would tender for another two quotes.
- 29.3 The Parish Council agreed and approved JLES report in regards to the legal transfer of Wootton Brook Country Park and Alamien Woods.
- 29.4 It was noted that a meeting will take place with members of the Wake Estate to discuss drainage issues at Foxfield's. The meeting has been scheduled on the 22<sup>nd</sup> February 2017 at 09.30am. A report will be given to Council at the next meeting.
- 29.5 The Parish Council fully supported item 17/18 to help the scouts with the 'Keep Britain Tidy' and asked the Parish Clerk to liaise with the scout leader to sort out the details.
- 29.6 Cllr A Millerchip updated the Council and circulated a copy of his Environmental Audit to all Councillors prior to the meeting.

**17/30 Communication & Social Media**

- 30.1 No issues on the newsletter or Facebook to report
- 30.2 It was noted that the Parish Clerk and Cllr Aluko attended a meeting with Wootton Parish Council to look at their website which is administered by 2commune. Cllr Aluko gave an update and recommended to the Council that we proceed with the purchase of this system for Grange Park Parish Council. Approx. cost will be £1700 for the first year and then £600 year 2.  
**Action: Parish Clerk**

**17/31 Correspondence**

- 31.1 All matters of correspondence have been dealt with within the meeting.

**17/32 Administration & Service Request**

- 32.1 No request received.

**17/33 Exclusion of Press and Public**

- 33.1 This matter will be dealt with under Section 2 and attached to the master copy only.

**17/34 Date of the Next Meeting**

- 34.1 The next Parish Council meeting will be held on the **2<sup>nd</sup> March 2017 at 7.30pm** in the Small Hall at the Community Centre.

There being no further business the Chairman closed the meeting at 10.25pm.

*List of Actions*

<b>Minute Ref:</b>	<b>Action</b>	<b>By Whom</b>
18.1	Richmond Homes Path	Parish Clerk
19.1	Weight Limit signs	Parish Clerk /Cllr M Clarke
26.3	NCC activated signs	Parish Clerk
26.5	Draft Local Plan Meeting	Cllr A Grant
26.6	Community Governance Scheme – No comments	Parish Clerk